



**DISTRICT OF COLUMBIA OFFICE OF CONTRACTING AND PROCUREMENT  
DEPARTMENT OF BEHAVIORAL HEALTH  
CONTRACTS AND PROCUREMENT SERVICES  
64 NEW YORK AVENUE, NE 2<sup>ND</sup> FLOOR - WEST  
WASHINGTON, DC 20002  
TELEPHONE NUMBER: 202-671-3171 | FAX NUMBER: 202-671-3395**

March 15, 2016

**INVITATION FOR BID (IFB) FOR TEMPORARY STAFFING OF BEHAVIORAL HEALTH  
NURSING SERVICES  
SOLICITATION RM-16-IFB-035-BY4-MTD  
SOLICITATION AMENDMENT NUMBER TWO (2)**

**THE OFFICE OF CONTRACTING AND PROCUREMENT (IFB) SOLICITATION NUMBER  
RM-16-IFB-035-BY4-MTD HAS BEEN AMENDED TO REFLECT THE FOLLOWING:**

Question No.	IFB Section	Question/Comment
1		Are you requiring a Proposal response from this IFB?
<b>DBH RESPONSE:</b> This Solicitation is an Invitation for Bid (IFB) and not a Request for Proposal. There is no Proposal Submission requirement. The Contract Awarded resulting from this IFB Solicitation shall be to the Lowest Responsive and Responsible Vendor.		
Question No.	IFB Section	Question/Comment
2	E.1 E.2 E.3 H.1 H.1.1	What are the steps before Liquidated Damages are assessed?
<b>DBH RESPONSE:</b> Prospective Bidders are responsible for reviewing the Solicitation in its entirety and having an understanding of the requirements. Section H.1, details the Criteria and Process leading up to Liquidated Damages to include an explanation of a Deficiency. A Notice to Cure Letter is issued allowing the Contractor to prepare and respond with a written Action Plan Not to Exceed Ten (10) Days. Upon receiving the Notice to Cure document, the contractor shall provide DBH with their assessment of the identified deficiencies in order to reach an agreement on a proactive plan to resolve the matter. The assessment of Liquidated Damages is determined by the Cluster Health Services Chief Contracting Officer (CHSCCO) in the amount as stated in the Solicitation Section H.1.  If the Contractor fails to meet its obligations or honor its obligations with the District Government during the performance of the Contract for the Base Year or any exercised Option Year term various corrective actions as outlined in Section/subsections of E.1, E.2 and E.3 along with the Liquidated Damages Process as described in Section/Subsections of H.1.		



Question No.	IFB Section	Question/Comment
3	H.1 and Subsections	Is the \$600.00 Liquidated Damage Assessment Per Calendar Day or Per Business Day?
<b>DBH RESPONSE:</b> The Assessment of Liquidated Damages is per Calendar Day.		
Question No.	IFB Section	Question/Comment
4	H.11	Is the Subcontracting Requirements a Yearly requirement?
<b>DBH RESPONSE:</b> The Subcontracting requirements are for the Base Year Contract and Any District Exercised Option Year. Please reference Section H.11.		

Question No.	IFB Section	Question/Comment
5		Can a Non DC Business participate in this IFB process?
<b>DBH RESPONSE:</b> This Invitation for Bid (IFB) Solicitation is for Open Market Competition and therefore does not restrict competition to a specific geographic location. The Contractor participating in the IFB Solicitation process is responsible for understanding the Requirements of the IFB Solicitation including any Solicitation Amendments when submitting their Bid Response.		

Question No.	IFB Section	Question/Comment
6	C.7.9 H.2	Are there additional Licenses required for this IFB?
<b>DBH RESPONSE:</b> The Contractor is responsible for having an understanding of the Requirements of the IFB Solicitation to include any Solicitation Amendments. The Contractor is responsible for possessing and maintaining the appropriate Licensure(s) for conducting the services as described in the IFB Solicitation. Reference IFB Solicitation Section C.7.9 and Section H.2.		

#### **Additional Resources**

Professional Licensures - DC Department of Health

- Agency Website: [www.doh.dc.gov](http://www.doh.dc.gov)
- Nursing Staffing Agency (NSA) Licensure: <http://doh.dc.gov/service/nurse-staffing-agencies-licensing>

Business Registration/ Activity Licensure – DC Department of Consumer and Regulatory Affairs (DCRA)

- Agency Website: [www.dhra.dc.gov](http://www.dhra.dc.gov)
- DCRA Explanation on Professional versus General Business Licensures: <http://dcra.dc.gov/book/about-business-licensing/professional-occupational-licenses>

Question No.	IFB Section	Question/Comment
7	SECTION G.2	Is this IFB Solicitation a New Requirement?
<b>DBH RESPONSE:</b> The requirements of this IFB Solicitation for a Base Year with Four One Year Options is to support the DBH Agency Requirements as described in the IFB Solicitation.		
Question	IFB Section	Question/Comment



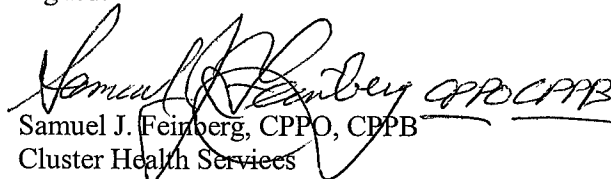
<b>No.</b>		
<b>8</b>		Is there a minimum required hours per shift for Nursing Services?
<b>DBH RESPONSE:</b> Please reference Schedule B, Pricing Schedule Section B.5 (pages 3-7). The IFB Solicitation does not state a minimum number of hours the District shall order. The District anticipates ordering Nursing Services in Eight (8) Hour increments.		
<b>Question No.</b>	<b>IFB Section</b>	<b>Question/Comment</b>
<b>9</b>		Can the Sign In Sheet of Vendors be distributed?
<b>DBH RESPONSE:</b> This information is not available.		
<b>Question No.</b>	<b>IFB Section</b>	<b>Question/Comment</b>
<b>10</b>		Are there a particular number of Nursing Positions?
<b>DBH RESPONSE:</b> This information is not available.		
<b>Question No.</b>	<b>IFB Section</b>	<b>Question/Comment</b>
<b>11</b>	<b>G.2</b>	Page 25, the second paragraph at G.2 says that this is a “non-personal service Contract,” under which the Contractor’s employees are responsible for their own management and administration ... and free from supervision or control by any government employee.  Will there be clinical staff to whom the RN I/IIs and CNAs will report?
<b>DBH RESPONSE:</b> The Contractor shall be responsible for performing the requirements of the IFB Solicitation in accordance with the stated Terms and Conditions including any Amendments. The District does not intervene in the Contractor’s Business Management and Administration activities. The Registered Nurse II/Certified Nurse Assistants supplied by the Contractor shall report to a Charge Nurse to obtain assignments and feedback. The DBH sites have a Supervisory Psychiatric Nurse on duty at all times to oversee the delivery of nursing related Consumer Treatment activities. The Contracting Officer’s Technical Representative (COTR) shall monitor the performance of the Nursing Team collectively and individually through direct and indirect methods.		
<b>Question No.</b>	<b>IFB Section</b>	<b>Question/Comment</b>
<b>12</b>	<b>G.2 H.4</b>	Page 25, the first paragraph at G.2 “Pursuant to the Terms and Conditions, of this Contract individuals working under this Contract for Department of Behavioral Health (DBH) are not eligible to be paid for holidays and sick leave. This does not appear meet the mandate of the Accrued Sick and Safe Leave Act of 2008, under which all employees who perform work in D.C. (including on a part- time or temporary basis) accrue paid sick leave in accordance with the employer’s established pay period (and in accordance with the chart on the ASSLA poster regarding number of hours accrued, based on number of employees in the company and number of hours worked).
<b>DBH RESPONSE:</b> Holiday Pay and Sick Leave shall be the responsibility of the Contractor and not the Government. Please reference Section H.4.		



Question No.	IFB Section	Question/Comment
13		Amendment Number One (1) Question seven and the DBH Response
<b>DBH RESPONSE:</b> Question Number Seven (7) of Amendment Number One for this Solicitation shall be removed in its entirety.		

**THE DISTRICT SHALL FURNISH RESPONSES TO ANY QUESTIONS SUBMITTED IN WRITING TO ALL PROSPECTIVE OFFERORS BY ISSUING ANOTHER ADMENDMENT TO THIS SOLICITATION IF NECESSARY.**

Signed:

  
Samuel J. Feinberg, CPPO, CPPB  
Cluster Health Services  
Chief Contracting Officer

Amendment Number Two (2) is hereby acknowledged and is considered a part of the IFB for Solicitation Number: **RM-16-IFB-035-BY4-MTD**. **All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

Mr. Samuel J. Feinberg, CPPO, CPPB  
Cluster Health Services  
Chief Contracting Officer  
64 New York Avenue, NE – 2<sup>nd</sup> Floor  
Washington, DC 20002  
(202) 671-3188 Office; (202) 671-3395; Fax;  
[Samuel.Feinberg@dc.gov](mailto:Samuel.Feinberg@dc.gov) Email

\_\_\_\_\_  
Print or Type Name of Bidder

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date